



Emergency Preparedness

HANDBOOK

“Preparing for emergencies by having a
plan of action.”

Emergency Information

Police— Fire— Paramedics

9-911

Building Address

2270 Old Penitentiary Road, Boise,
Idaho

Safe Assembly Location

Between Weights and Measures
and Seed Laboratory

Nearest Emergency Exit

Local Building Security

Dennis Trampleasure—332-8689

Risk Management

Ken Miracle - (208) 332-8521
Donna Cronrath— (208) 332-8523

Employee Assistance Consulting

IBHP 24-Hour Hotline
1-877-427-2327
For Treasure Valley call 343-4180



Preparing for Emergencies

- **Read this brochure and keep it handy.**
- Be familiar with your building's floor plan.
- Know where the emergency exits and emergency equipment are located.
- Keep on hand such personal items as the following:
 - Medications (these must be properly safeguarded).
 - Nonperishable food (consider special dietary needs).
 - Flashlight and extra batteries.
 - Battery powered AM/FM radio and extra batteries, or a radio with a hand crank to generate electricity.
 - Overnight items (i.e. comfortable shoes, change of clothing, personal needs, etc.)
- Participate in all practice drills and training programs.
- Develop a family disaster preparedness plan so that your family will know what to do, where to go, and how to cope until you can return home.

Medical Emergencies

BEFORE

- Know the location of the nearest first aid kit.
- Know how to contact the local emergency medical system; most areas use 911

DURING

- Immediately notify the appropriate agency by calling 911 (or 9-911)
 - If you are unsure about the seriousness of the situation, call 911.
 - State the nature of the emergency.
 - State the exact address and cross street.
 - State the floor number and area from which you are calling.
 - State the telephone number from which you are calling.
 - State your name and phone number.
- Notify your supervisor and Human Resources (208) 332-8520.
- Ask someone to meet medical personnel at the building entrance and escort them to the scene.
- While you are waiting, check victim for consciousness, chest pain, breathing, pulse, bleeding, severe head injuries or burns.
- If you have first aid training, consider giving first aid to injured persons.

AFTER

- Report any injuries to your supervisor and Human Resources (208) 332-8520.
- Fill out any necessary Worker's Compensation Report forms.

Evacuation Procedures

BEFORE



- Know your local emergency number; most areas use 911.
- Know your building emergency plan.
 - Locate the nearest exit and evacuation route and know how many doors or desks you have to pass before you reach the nearest exit.
 - Find an alternate exit in case the primary path is blocked.
 - Know your safe assembly location (if unsure ask your supervisor).
The “safe assembly location” for the Boise complex (Main Building, Seed Lab, and Weights and Measures buildings) is at the side and back of the Weights and Measures Building.
 - Know the location of fire extinguishes and other emergency equipment.
- Participate in emergency practice drills and training programs.
- If you have special evacuation needs (e.g. use of a wheelchair), work with your supervisor to develop emergency procedures that work for you.

DURING

- **If safe to do so**, secure sensitive documents and personal valuables. Do not risk personal safety to accomplish this.
- **Proceed to the nearest exit** and follow direction from any designated emergency team members, your supervisor or emergency personnel.
- Use stairway to exit. **Do not use elevators.**
- Walk, do not run—STAY CALM.
- Watch for falling glass and debris.
- Do not push or crowd.
- Remove high heels.
- Assist others only if it is safe to do so.

AFTER

- Remain at safe assembly location until you are notified by your designated emergency team members (s), supervisor or emergency personnel that it is safe to return.
- **Do not talk to the media**—if you are asked questions, refer them to the Department's Public Information Officer

Fire Safety

BEFORE

- Verify that 9-1-1 is the correct number to call.
- Know your building's evacuation procedures.
- Know the escape routes.
- Locate the nearest exit and evacuation route from your workstation; count how many doors or desks you pass before you reach the exit door.
- Find an alternate exit route in case the primary path is blocked.
- Know your safe assembly location.
- Learn the sound of your building's fire alarm.

DURING

- Activate the fire alarm.
- Report all fires. Call 9-1-1 from a safe location.
- Provide the following information:
 - Exact address and cross street.
 - Floor number and area from where you are calling.
 - Your name and phone number.
 - Stay on the line until instructed to hang up.
- Notify local building security, any designated emergency team member, and your supervisor.
- Do not attempt to extinguish any fire unless it is small and you have been trained to do so.



Fire Safety—continued

When a fire alarm sounds:

- **Proceed to the nearest exit** and follow direction from your supervisor, risk management team member or other emergency personnel.
- Use stairway to exit. **Do not use elevators.**
- If it is safe to do so, secure sensitive documents and personal valuables. **Do not risk personal safety to accomplish this.**
- Assist others only if it is safe to do so.

If caught in smoke:

- Drop to hands and knees with your head as low as possible.
- Follow along walls to nearest exit.
- Hold breath or breathe shallowly and use a blouse, shirt or jacket as a filter.

Walk, **do not** run — STAY CALM.

- Do not push or crowd. Remove high heels.
- If you need to open a door, feel it with the back of your hand first. If it is hot, do not open. Find another way out. If it is not hot, stand to one side and open slowly. Be prepared to close the door quickly if smoke or fire is present. Do not break the glass out of a window unless absolutely necessary, e.g. to remain conscious.

If forced to advance through flames:

- Hold your breath and move quickly.
- Cover your head and hair with some type of material.
- Keep your head down and close or squint your eyes.

If you are trapped:

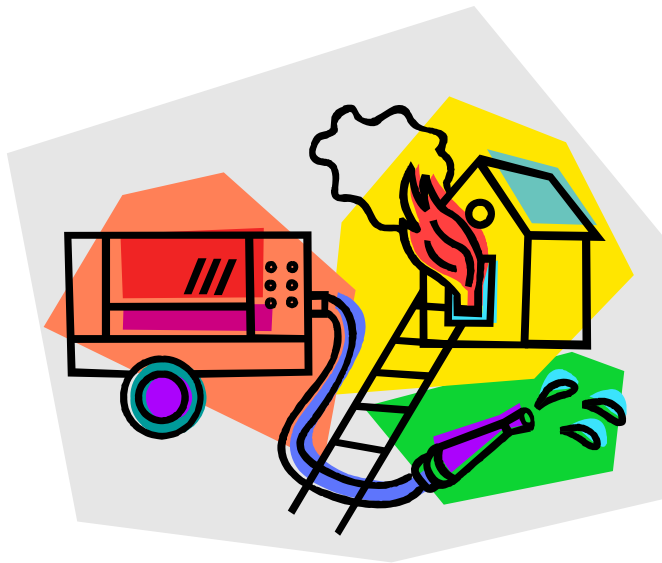
- Close as many doors as possible between you and the fire.
- Place cloth material around and under door to prevent smoke from entering. If possible, wet the cloth from a fountain, vase or coffee pot.

If your clothing catches fire, **Stop, Drop and Roll.**

Fire Safety—continued

AFTER

Remain at your safe assembly location until you are notified by designated emergency team member, your supervisor or emergency personnel that it is safe to return. **DO NOT** talk to the media - if you are asked questions, refer them to the department's Public Information Officer.



Earthquake

BEFORE

- Know your building emergency plan.
- Identify dangers: windows, skylights, brick walls, tall furniture, bookcase, etc.
- Secure tall bookcases and file cabinets to the wall and/or to each other.
- Identify safe areas: under sturdy desks, tables, away from windows in the building.
- Keep emergency supplies at your desk: medications, water, food, extra cash, prescription eyeglasses, change of clothing; flashlight and radio with extra batteries.
- Prepare your family's safety by developing your own "disaster preparedness plan."
- Keep your car gas tank at least half full.



DURING

Remain calm and do not panic. **Do not run.**

- If indoors:
 - Move away from windows and glass partitions.
 - **Drop** and **Cover** under desks or tables. **Hold** on to furniture.
 - Remain in place, resisting the impulse to run. Crouch down and protect your head and neck.
 - If you have first aid training, consider giving first aid to injured persons.

Earthquake—Continued

AFTER

- Follow instructions by designated emergency team member, your supervisor or emergency personnel.
- **Be prepared for aftershocks.**
- Assess your surroundings and proceed with caution.
- Do not immediately evacuate, it may be more dangerous outside, particularly in urban areas. If your building is not seriously damaged, the interior of the building may be one of the safest areas. Avoid glass and equipment that could move.
- **Do not use elevators.**
- Replace telephone handsets that have been shaken off.
- Do not use matches or open flames.
- Relocate items that could fall during an aftershock.

Power Failure

BEFORE

- Decide what you need in your own work area during a power failure, e.g. flashlights, light sticks, battery operated radio, water, food, etc., and have the items readily accessible.
- Know your building's evacuation procedures.
- Find the nearest exit and the route you will follow (your route may not be lit when power is out). Find an alternate route.
- Keep emergency supplies at your desk: medications, water, food, extra cash, prescription eyeglasses, change of clothing; flashlight and radio with extra batteries.

DURING

- Follow the instructions of the designated emergency team member, your supervisor, or emergency personnel.
- Limit movement around the building and between floors. If you must move between floors, use stairs until power is restored.
- Turn off all unnecessary equipment and lights, including computer equipment, to protect against possible power surge.
- Be on the lookout for fire or smoke. If fire or smoke is detected, sound the alarm and follow fire procedures.
- Explain to customers or post signs that service has been limited by a power outage.

AFTER

- Reconnect equipment or turn it back on and be prepared for any malfunctions.
- Remain on the alert for fire or smoke due to resurgence of power.

Weather-Related Emergencies

The United States experiences more severe storms than any other country in the world. In a typical year there can be some 10,000 thunderstorms, 5,000 floods, 1,000 tornadoes, and several hurricanes— each capable of devastating a large area. Similar procedures can be followed before and after many weather related emergencies such as tornadoes, hurricanes, floods and winter storms.

BEFORE

- Know the difference between “Watch” and “Warning:”
 - Watch:** The weather emergency is possible within the designated “watch” area.
 - Warning:** The weather emergency has been reported or is impending.
- Know the risks of your area, and keep a highway map handy to follow the storm’s progress.
- Know your building emergency plan, including designated evacuation routes.
- Participate in practice drills.
- Keep emergency supplies at home, at your desk, and also in your car: medications, water, food extra cash, prescription eyeglasses, a change of clothing, flashlight and a radio with extra batteries.
- Keep your car gas tank at least half full.
- Make plans for reuniting with your family.
- Designate out-of-state contact(s).



Weather-Related Emergencies—continued

	Watch	Warning
Tsunami	A tsunami is possible within the “watch area”.	A tsunami has been reported or is impending.
Hurricane	24-36 hours before landfall; a hurricane is possible	0-24 hours before landfall; a hurricane is expected within the
Tornado	0-6 hours notice; a tornado is possible within the “watch area”.	0-1 hours notice; a tornado has been sighted within the “warning area”.
Flood and Flash Floods	2-3 day notice; 2-12 hours for flash flood. Flooding is possible within the “watch area”.	24-48 hours notice; 0-1 for flash flood. Flooding has been reported or is impending in the “warning area”.
Severe Thunderstorm	Up to 6 hours notice.	0-1 hour notice.
Snow and Extreme Cold	Heavy snow and/or ice, may affect the “watch area”.	Severe weather is about to occur in the “warning area”.

Weather-Related Emergencies—continued

AFTER

- Follow instructions by designated emergency team member, your supervisor or emergency personnel.
- Listen for weather-related statements on the radio, TV, or emergency broadcast stations, which provide follow-up information regarding the event.
- Stay where you are if you are safe, or until authorities say it is okay to leave.
- Wait until an area is declared safe before entering.
- If you have first aid training, consider giving first aid to injured persons.
- Check and dry electrical equipment before returning to service.
- Drive only when necessary.
- Watch for hazards such as dangling wires, washed out roads, flooded low spots, or weakened bridges.
- Report broken or damaged water, sewer, and electrical lines.
- Do not drink or prepare food with tap water until you are certain it is not contaminated.

Hurricanes/Typhoons

We typically do not have hurricanes or typhoons in Idaho or the surrounding area. However, as we travel we may find ourselves in these situations.

Hurricanes and typhoons are severe tropical storms. Winds range from 74 miles per hour upward or higher, and may extend inland for hundreds of miles. They bring torrential rains and storm surges of ocean water that cause flooding. They may also cause tornadoes. Hurricane season typically lasts from June through November.

- **“Watch”** (24-36 hours before landfall): A hurricane or typhoon is possible within the designated “watch” area.
- **“Warning”** (0-24 hours before landfall): A hurricane or typhoon is expected within the “warning” area.

DURING

If a **“Watch”** is issued:

- If at work, follow the directions of designated emergency team member, your supervisor or emergency personnel.
- Listen to the advice of local officials: evacuate, if instructed to do so. Plan to leave if you are on the coast, on an offshore island, or in the floodplain of a river. Take small valuables—travel light!

If a **“Warning”** is issued;

- Continue to listen to the advice of local officials; evacuate immediately, if instructed to do so.
- Keep clear of coastal areas, river banks and streams.
- Leave early, in daylight if possible.
- Be alert for tornadoes.
- If you are not advised to evacuate, do not go out, even if the weather appears to have calmed—the “eye” of the storm can pass quickly, leaving you outside when strong winds resume.
- Stay indoors until the authorities declare the storm is over. Close all interior doors. Secure and brace external doors.

Hurricanes/Typhoons - continued

- Go to the lowest floor or basement, and take refuge in the halls or other rooms away from windows, if you are in a multiple—story building, and away from the water.
- Stay away from windows (even if they are covered), and doors, seeking safety in interior rooms, closets and hallways.
- Take refuge on the floor under a table, desk, or other sturdy object.
- Expect the loss of electricity, gas, and water.



Tornadoes

Spawned by powerful thunderstorms, tornadoes are violent local storms that extend to the ground with winds that can reach 300 mph.

- **Tornado Watch** (up to 6 hours notice): Tornadoes or severe thunderstorms—or both—are likely.
- **Tornado Warning** (0—1 hour notice): A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.

DURING



If a “Warning” is issued:

- Follow the directions of designated emergency team member(s), your supervisor or emergency personnel.
- Listen to the advice of local officials.
- Move to a pre-designated shelter, such as a basement.
- If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
- In a high-rise building, there may not be enough time to go to the lowest floor. Pick a place in a hallway or small room in the center of the building. Crouch low to the floor covering your neck and head.
- Stay away from windows.
- If outdoors with buildings nearby, go inside. Stay away from windows and doors.
- If outdoors with no building near you, get into a ditch or low-lying area. Lie in a flat, low spot, and cover your neck and head.
- Watch for flash flooding.
- If you are in a car, get out, and go inside a sturdy house or building.
- Keep away from buildings with wide-span roofs such as cafeterias, or auditoriums. They have a greater risk of collapsing due to the wide roof and minimal support beams.

Lightning

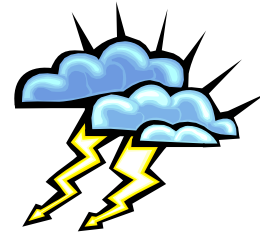
Lightning is the result of sudden discharges of electrical charges generated from a thunderhead or cloud bank. The powerful electrical charge and intense heat lightning produces can electrocute on contact, start forest fires, and cause electrical failures.

- **Severe Thunderstorm Watch** (up to 6 hours notice):

Be aware if lightning is nearby.

- **Severe Thunderstorm Warn** (0-1 hour notice):

Go indoors for protection if possible.



DURING

If Indoors:

- Follow the direction of designated emergency team member(s), your supervisor or emergency personnel.
- Stay away from water, faucets, sinks, and windows. Do not use telephone or any electrical appliances.

If Outdoors:

- Stay away from open areas, tall trees, and open waters such as lakes or puddles.
- If caught in an open area, minimize your contact with the ground.
- Crouch low on the balls of your feet; do not be the tallest thing around you.
- If you are with a group, move away from each other, so electricity does not travel from one to the other.
- Keep clear of metal objects.

Floods, Flash Floods and Tsunamis

We do not have tsunamis in Idaho or the surrounding area. However, as we travel we may find ourselves in these situations.

Floods can be caused by prolonged rainfall, broken dams or levees, intense rainfall of one or more inches per hour, or the sudden burst of pipes inside buildings. Floods can also be the result of thunderstorms, hurricanes, earthquakes or tsunamis.

Most flash flooding is caused by slow-moving thunderstorms, storms that repeatedly move over the same area, or heavy rains from tropical storms and hurricanes.

Earthquakes, landslides, volcanic eruptions, and explosions can generate tsunamis. Once originated, a tsunami can arrive at the shoreline in a relatively short time, and can be long in duration (8 hours or more). Water levels can rise as high as 30 feet for tsunamis of distant origin. In extreme cases, those created near an earthquake's epicenter can rise 100 feet or more.

Flood Watch: Flooding is possible within the designated "watch" area.

Flood Warning: Flooding has been reported or is impending within the designated "warning" area. Please note that you may not always have a "warning" that floods are coming.

Floods, Flash Floods and Tsunamis— continued

DURING

If a “Watch” is issued:

- Follow the directions of designated emergency team member(s), your supervisor or emergency personnel.
- Listen to the advice of local officials.
- Move records, computers, or other critical items to a higher level, if possible, or relocate them to a safe place.
- Be prepared to evacuate.

If a “Warning” is issued:

- If you are instructed to evacuate, do so *immediately*.
- Go to higher ground!
- Move to a safe area before flood waters cut off access.
- Continue to listen to the radio for weather information.
- A car can be an extremely dangerous place in a flood. Moving water no higher than a car bumper may sweep a car away.
- Watch for flooding at highway dips, bridges, and low areas if you are in your car. If your vehicle stalls, leave it immediately and seek higher ground.



Snow and Extreme Cold

Winter storms may bring freezing, rain, sleet, or heavy snow. They are frequently accompanied by strong winds, creating, dangerous wind chill and blizzard conditions. Heavy snow can immobilize a region and paralyze a city, stranding commuters, stopping the flow of supplies, and disrupting emergency services.

- **Winter Storm "Watch"**: Severe conditions such as heavy snow and/or ice, may affect the "watch" area.
- **Winter Storm "Warning"**: Severe weather is about to occur in the "warning" area—stay indoors and avoid travel.
- **Blizzard "Warning"**: Strong winds and snow will combine to produce a blinding snow—seek refuge immediately.

BEFORE

- Have some candles, matches and an alternate heat source and supply of fuel at home.
- Keep your car "winterized" with fresh antifreeze and a good battery. Carry chains (illegal in some places) or use snow tires.
- Keep an emergency kit (blankets, food, cloth to tie to antenna if stranded, etc.) rock salt to melt ice and sand to improve traction in trunk of the car or in the garage.

DURING

If Indoors:

- Stay indoors, if possible.
- Close off unused rooms, and seal off drafts from doors and windows in case of a heating system failure.
- Eat and drink to provide the body with energy and prevent dehydration.
- Dress appropriately in layers of loose-fitting, light-weight, warm clothing (remove layers to avoid overheating, perspiration, and subsequent chill).

Snow and Extreme Cold—continued

If Outdoors:

- Seek shelter from the wind and snow.
- Cover all exposed body parts.
- Avoid over-exertion.
- Do **not** eat snow! It will lower your body temperature. Melt it first.

If stranded in a Vehicle:

- Do not leave the vehicle unless help is within sight.
- Turn on flashers.
- Run the motor for 10 minutes each hour for heat.
- Keep windows partially open, and make sure the exhaust pipe is not blocked, if the engine is running.
- Turn on the dome light at night when running the engine (to make yourself visible to rescuers).
- Open the hood, or tie a flag on the antenna to indicate that assistance is needed.
- Exercise from time to time by vigorously moving arms, legs, fingers, and toes to keep blood circulating. Be careful not to sweat as this will wick away your body heat.



Excessive Heat and Humidity

If a heat wave is predicted or in progress:

Heat can affect anyone. However, it is more likely to affect young children, elderly people, and people with health problems. Here are some pointers to consider during a prolonged period of excessive heat and humidity:

- Slow down. Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4 a.m. and 7 a.m.
- Stay indoors as much as possible. If air conditioning is not available, stay on the lowest floor, out of the sunshine. Remember, electric fans do not cool the air, but they do help sweat evaporate, which cools your body.
- Wear lightweight, light-colored clothing. Light colors will reflect away some of the sun's energy.
- Drink plenty of water regularly and often.
- Drink plenty of fluids even if you do not feel thirsty.
- Avoid using salt tablets unless directed to do so by a physician.



Threats

Bomb Threats:

Bomb threats are usually received by telephone, but may be received by note or letter. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls must be taken seriously and handled as through an explosive is in the building. Keep a *bomb threat card* near your phone.

If you receive a bomb threat, follow these steps:

- Ask as many questions from the *bomb threat card* as you can.
- If the caller hesitates, go to the next question.
- Let the caller talk as much as possible.
- Take notes on everything (noises, voice, etc.).
- Tell the caller the building is occupied and many innocent lives are endangered by the threat.
- Notify law enforcement by calling 9-911
- Notify your supervisor and building management.

Suspicious Object:

- DO NOT TOUCH, KEEP EVERYONE AWAY.
- Report finding to law enforcement and building management.

Explosion:

- Follow evacuation procedures.
- Call law enforcement
- Call building management.

Threats

Chemical/Biological

Threats of chemical or biological agents are rare. Nonetheless, if you have such a threat:

- If threat is phoned, ask caller for details (use bomb threat card). Once caller hangs up and for all written threats, go to next step.
- DO NOT EVACUATE.
- Isolate threatened area and people.
- Contact Emergency Medical Services (usually 911).
- Inform building management.
- Shut down HVAC system (prevent possible spread).
- Secure the building.

Emergency medical personnel will probably respond in full biological contamination gear (space suits) and will treat you and the area as if it has been contaminated. DO NOT PANIC. This is standard for their protection and yours. Contamination and treatment procedures have successfully been developed, but you must remain on site and cooperate for them to be effective.



Bomb Threat Card—

report information immediately to Police

Questions to Ask:

When is bomb going to explode?

Where is it right now?

What does it look like?

What kind is it?

What will cause it to explode?

Did you place it there?

Why?

What is your address?

What is your name?

Exact wording of the threat:

Date	
Time	
Number at which call was received	

Caller's Voice:				Background Sounds		Threat Vocabulary/Language	
Calm		Slurred		Street		Excellent	
Angry		Nasal		Airplane		Fair	
Excited		Stutter		Voices		Poor	
Slow		Lisp		PA System		Incoherent	
Rapid		Raspy		Music		Taped	
Soft		Deep		House		Message read by threat maker	
Loud		Intoxicated		Motor Vehicle			
Laughter		Clearing Throat		Office			
Crying		Deep Breathing		Factory			
Normal		Cracking voice		Animal			
Distinct		Disguised		Clear			
Accent		Familiar		Static			
				Local			
				Long Distant			
				Party			
				Train			

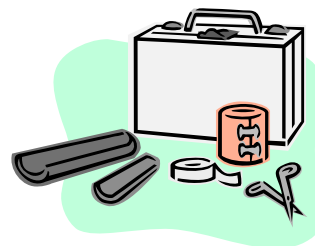
Workplace Disruptions

Successfully dealing with disruptive situations means identifying the appropriate response to the problem to diffuse the situation and minimize the threat of harm. Dialing 911 is always the first response in a medical emergency.

PROBLEM	RESPONSE
Loitering: <ul style="list-style-type: none"> Soliciting for money Obstructing business Blocking doorways Sleeping in stairwells 	⇒ Politely ask them to leave the premises. ⇒ If they refuse, call your local police non-emergency number to report a trespasser disrupting business.
Disoriented People: <ul style="list-style-type: none"> Medical problem Mental impairment Influence of alcohol or drug 	⇒ If you know the person, assist by calling a friend or relative of the person. ⇒ If you don't know the person, ask if there is someone you could call. ⇒ Otherwise, call your local police non-emergency number—inform them there is a disoriented person in the office and ask for assistance. ⇒ Don't go through personal property to get identifying information—let the police handle it.
Harassment/Verbal Abuse <ul style="list-style-type: none"> Verbally abusive remarks Sexual, racial, or ethnic slurs Personal insults Yelling, shouting, using profanity 	⇒ Try defusing the situation by listening and offering help. Don't take outright abuse. ⇒ Provide an avenue for discussion, so if there is a business problem, it can be resolved. ⇒ Use statements such as "I'd like to help you resolve this problem but I need your cooperation." If it is a business problem, it can be resolved.
Verbal Threats <ul style="list-style-type: none"> Threats to physically harm another person Threats to intentionally damage department property 	⇒ Take all threats seriously. ⇒ Potential for violence increases if a person has made similar threats in the past and/or has a history of violent behavior. ⇒ Be prepared to identify the person with name, address and phone number, if available. ⇒ If name and address are not available, attempt to give an accurate physical description. ⇒ If threat escalates and subject remains, follow procedure described next.
Physically Aggressive/Threatening Behaviors <ul style="list-style-type: none"> Threat or display of weapon Acts of physical aggression Destruction of property 	⇒ In case of immediate danger, call 911 ⇒ Avoid using force or restraint unless critically necessary to protect yourself. ⇒ Be prepared to sign a complaint and respond to prosecution.

Anatomy of a First Aid Kit

A well-stocked first aid kit is a handy thing to have. To be prepared for emergencies, keep a first aid kit in your home and in your automobile. Carry a first aid kit with you or know where you can find one when you are hiking, biking, camping or boating. Find the location of the first aid kits where you work.



First aid kits come in many shapes and sizes. You can buy one from a drug store, your local American Red Cross chapter may sell them, or you can make your own kit. Some kits are designed for special activities such as hiking, camping or boating.

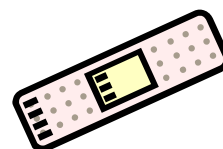
Whether you buy a first aid kit or put one together, make sure it has all the items you may need. **Include any personal items, such as medications and emergency phone numbers,** or other items your physician may suggest.

Check the kit regularly. Make sure the flashlight batteries work. Check expiration dates and replace any used or out-of-date contents.

The contents of a first aid kit can be dangerous in the hands of young children. Store your first aid kit in a secure place out of the reach of young children.

Here are suggestions for the contents of a first aid kit:

- Activated Charcoal (use only if instructed by Poison Control Center)
- Adhesive Tape
- Antiseptic Ointment
- Band-Aids (assorted sizes)
- Blanket
- Cold Pack
- Disposable Gloves
- Gauze Pads and Roller Gauze (assorted sizes)
- Hand Cleaner
- Plastic Bags
- Scissors and Tweezers
- Small Flashlight and Extra Batteries
- Syrup of Ipecac (use only if instructed by Poison Control Center)
- Triangular Bandage



Vehicle Emergency Kit

Items you should have in your car throughout all seasons.

- Spare tire
- Tire jack and lug wrench (4 way)
- Ice scraper
- Jumper cables
- Utility knife
- Extra quart of oil (the same kind used in your vehicle)
- Extra \$10 or \$15 (for emergency gas)
- Roadmaps (both state and local, and ones for your destination if you are traveling a long distance)
- Emergency phone number list (if someone else, the police for example, needs to know who to contact in an emergency)
- First aid kit (equip with band-aids, peroxide, cold packs, and other quick-fix emergency items)
- "Help needed" sign (window shade kind is most efficient)
- CB radio/cell phone (to contact help)
- Waterproof/windproof matches
- Small fire extinguisher
- Empty gas can
- Extra blanket
- Toilet paper, paper towels, and towels or rags
- Extra gallon of drinking water
- Hand cleaner (dish washing soap works well because it has de-greaser in it)

Make sure your vehicle is properly prepared
for winter . . .

Don't Get Stuck Out in the Cold!

- Have engine drivability problems, like rough starts, stalling, and diminishing power, corrected. Cold weather can make these problems worse. Also make sure you have your transmission serviced every 24,000 miles to keep your vehicle working.
- Both the battery and ignition systems need to be in peak working order. Minor problems can become major problems in the cold winter weather.
- Keep your gas tank at least half full to prevent moisture from collecting in the fuel and possibly freezing overnight.
- Have your oil and oil filter changed more frequently than usual. Your vehicle may also need a different type of oil in the winter. Be sure to ask next time you get it changed.
- Make sure both the heater and defroster are in good working condition for both comfort and driver visibility. Make sure your vehicle has an adequate amount of antifreeze, and it is good down to -20 degrees.
- Have your brakes inspected before driving in winter weather. Brake wear should be minimal and fluid levels should be at their max. Both are important in keeping the brakes working properly.
- All belts and hoses need to be connected properly and in good working condition.
- Verify both the air and fuel filters are in top condition.
- Make sure old windshield wiper blades are replaced with new ones. Carry an ice scraper with you for emergencies.
- Make sure all lights are working properly so not only can you see, but other vehicles can see you easier. Be sure the lenses are clean and visible.
- Make sure tires have an adequate amount of tread on them to last you through the winter months. Make sure they are both properly aligned and inflated.
- The wind, rain, and ice can all hurt the paint on your vehicle. A good wax job will protect the paint from all of the elements.

How to Change a Tire

**Don't get stuck waiting on the side of the road for help to arrive . . .
*learn how to properly change a tire yourself!***

No matter how careful you are, it is very likely someday you will find yourself with a flat tire. These simple instructions are to assist you so you know how to do it the right way!

- After you have pulled safely off the road, apply the parking brake and place the transmission in park if it is an automatic. If the car has a standard transmission, place the shift in first gear or reverse.
- Take out the spare tire (look in your owner's manual for the location of your spare), jack, and lug wrench (see picture below).
- Pry off the flat tire's hubcap using the sharp end of the lug wrench, a screwdriver, or a utility knife. To loosen each lug nut, turn the wrench counterclockwise about one turn while the tire is still on the ground.
- Place the jack under the reinforced section of the car's body. Most vehicles have a picture with or near the jack, showing lift points and instruction on how to use the jack.
- Jack car up until the flat tire is several inches off the ground.
- Remove the lug nuts and remove the wheel.
- Lift the spare tire onto the axle hub and align the holes.
- Replace the lug nuts and tighten each lightly.
- Lower the car to the ground and remove the jack.
- Use the wrench to firmly tighten each lug nut.
- Have the flat tire repaired and reinstalled as soon as possible.
- Have lug nuts tightened with a torque wrench to specifications.



Lug Wrench:

How to Jump-Start Your Vehicle

Ever get stuck with a dead battery? Never know how to deal with it?

Always have a set of **100% copper heavy gauge (4 - 8 gauge) jumper cables at least 10 feet long** in your vehicle. (see picture below)



Jumper Cables

Another vehicle, with a good, working battery is also needed.

Step 1: Prepare to Jump Start, Safety First

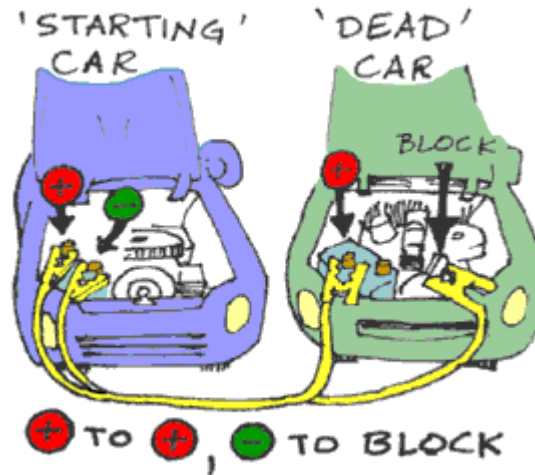
- Batteries have an electrolyte solution inside them.
- If that solution is frozen, it is not safe to try to jump-start the car. If your battery has removable vent caps, you can look inside to see if the liquid is frozen (replace the caps after looking).
- If there are cracks in the battery casing, don't try to jump-start it.
- If there is whitish (or greenish or yellowish) residue around the battery terminals, clean it off with a wire brush.
- Wear gloves, if possible, because that stuff can be nasty if it touches your skin. When this stuff forms, you may need a new battery.

Step 2: Connecting the Vehicles

- Make sure the batteries in both cars are the same voltage. The voltage will generally be stated on top of the battery, or look in the owner's manual.
- The cars should not be touching, and both ignitions should be off.
- Each battery has two metal terminals. One is marked positive (+) or is red; the other is negative (-) or is black.
- The jumper cables are marked in the same fashion.
- Attach one positive, or red, end of one cable to the dead battery's positive terminal.
- Attach the other end of the same cable (should also be red or marked positive) to the positive terminal of the good battery in the starting vehicle.
- Attach one negative, or black, end of the other cable to the negative terminal of the battery in the starting vehicle.
- Attach the other end of the negative (black) cable to the engine block, or frame, of the car with the dead battery. Look for unpainted metal surfaces.

How to Jump-Start Your Vehicle — continued

Do not attach the negative cable to the dead battery itself, and do not attach it to the frame anywhere near the battery.



Step 3: Jumping the Dead Battery

- Stand back from the hood areas of the cars.
- Do not smoke while you're doing this.
- Safety goggles are a good idea.
- Start the car providing the jump start (good battery).
- Wait a moment, then try to start the car with the dead battery.
- If it does not start, stop trying and wait a few moments longer.
- Try again for no more than thirty seconds.
- *If the car has not started by now, chances are it's not going to.*

Step 4: Cleaning Up Afterwards

- Remove the cable connections in the reverse order you put them on.
- That means the first disconnection is from the frame, and the last is from the positive terminal of the car that has just been started.
- Be sure to thank the person who lends you their good battery, *be it a good friend or a stranger who saw you on the side of the road.*

INFORMATION TO KNOW

- **Batteries produce explosive gases.** Don't strike a match while jump-starting a car, and don't try to jump-start a damaged battery.
- **Batteries contain sulfuric acid.** If any gets on your skin or in your eyes, flush immediately with water and get medical help fast.
- If you've removed the **vent caps** of a battery, make sure you **replace them tightly**.
- Every time a battery is discharged so much that it needs to be jumped, it weakens the battery.
- **Consider buying a new one after a few jump starts**, especially if you're in a cold climate.
- Once the car is started, it's a good idea to **keep it running for approximately 30 minutes to properly recharge the battery.**

Protect Your Identity

Identity theft is the deliberate assumption of another person's identity, usually to gain access to their credit or frame them for some crime. Less commonly, it is to enable illegal immigration, terrorism, espionage or changing identity permanently. It may also be a means of blackmail, especially if medical privacy or political privacy has been breached, and revealing the activities undertaken by the thief under the name of the victim would have serious consequences like loss of job or marriage.

To guard against identity theft:

- Limit your credit card use.
- Keep the account information in a safe place that lets you immediately cancel all of them if your wallet is lost or stolen.
- Shred credit-card receipts, pre-screened credit-card offers and other such documents, as they contain private information.
- Don't order checks preprinted with your driver's license or Social Security number. If you can keep your address off of them, do so.
- Don't carry your social security card. Don't give out your SSN unless it is absolutely necessary or legally required (employers, landlords etc.).
- In states where your drivers license number is your social security number, be equally careful about who sees your license.
- Don't give out personal information to telemarketers or others who initiated the call to you.
- In the United States, if you are unemployed and looking for work you are permitted a free copy of your credit report once a year from any credit reporting agency.
- Be watchful of shoulder-surfers. At ATMs and phone booths, thieves will stand close enough to see PIN numbers punched in by users.
- Mind those credit card receipts, especially since only a few credit card receipts have stopped listing full account numbers and expiration dates. Put the charge slip copies in a safe spot until your credit card bills arrive.
- Buy a shredder and use it. Shred everything, including credit card receipts (after you've reconciled your bill), old bank statements, medical statements, everyday bills, and pre-approved credit card offers. Any document that has personal financial information on it can give an identity thief a foothold into your life.
- Write clearly on all credit applications. Consistently and completely fill in all credit and loan applications using your full name, first, middle and last. Every bill that comes to your house should be addressed exactly the same.
- Monitor your credit accounts carefully, so you'll know if a bill's missing or unauthorized purchases have been made. Close out unused accounts. Cutting them up is not enough.
- Limit the number of credit cards you carry. The fewer cards you have, the easier it is to track them.
- Get a credit report at least once a year and clean up any errors. Look for personal information and credit accounts that are not yours. Credit bureaus make mistakes.
- Never leave paid bills in your mailbox for the mail carrier to pick up. Drop them off at a post office.
- If you're moving, contact all your creditors and update them of your address changes immediately. You don't want credit information and new credit cards being delivered to the wrong address. Likewise, if your credit card expires and you don't receive a new one, call your creditor immediately.
- Don't provide your Social Security number, bank account number or credit card number to anyone who contacts you through telephone solicitation.
- If you're shopping with an online merchant for the first time, look for the Trust-e symbol or a Better Business Bureau online seal. These indicate the seller has been independently audited and deemed trustworthy.
- Make sure any online credit card charges are handled through a secure site or in an encrypted mode. You'll know you're on a secure site if the Web page on which you conduct your transaction begins with *https* instead of the usual *http*.
- Only shop on Web sites that offer a privacy policy. Know how your personal information will be handled. Print out privacy policies, warranties, price guarantees and other important information.